

1 INTRODUCTION

On 25 May 2018, the EU General Data Protection Regulation (“GDPR”) came into force. The new regulations introduce responsibilities to all organisations that hold or process personal data. These responsibilities include the need for organisations to demonstrate compliance, they see more stringent enforcement of the regulations and a significant increase in penalties when compared to the previous Data Protection Act (DPA).

Modus is committed to being transparent about how it collects and uses data and ensuring that it meets all obligations under GDPR. Business practices are continually reviewed and where required, new systems are implemented to ensure that the principles outlined in the regulations are met.

2 GDPR COMPLIANCE

Modus has always ensured it has a consistent level of data protection and security across the business, however, as part of the continuous development in relation to GDPR, it has introduced the following measures to ensure compliance:

- **GDPR Steering Group** - A steering group has been formed within the business to ensure the continuous improvement of Policies, Procedures and business practices in line with GDPR
- **Information Audit** - A data map of all information processed and stored throughout the business has been collated to ensure that Modus is working in line with the new regulations
- **Policies and Procedures** - Existing policies and procedures have been reviewed to ensure that they meet the requirements and standards of the GDPR, and, where applicable new data protection policies and procedures have been introduced and implemented. Copies of GDPR Policies are available from the HR Department.
- **Privacy Notice(s)** – All Privacy Notice(s) have been revised to comply with the GDPR, ensuring that all individuals whose personal information is processed have been informed of why it is needed, how it is used, what their rights are, who the information is disclosed to and what safeguarding measures are in place to protect their information.

3 INFORMATION SECURITY & TECHNICAL AND ORGANISATIONAL MEASURES

Modus takes the privacy and security of individuals and their personal information very seriously and it takes every reasonable measure and precaution to protect and secure the personal data that is processed. Robust information security policies and procedures are in place to protect personal information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures.

4 GDPR ROLES AND EMPLOYEES

Modus have formed a GDPR Steering Group to develop and implement a roadmap for complying with the new data protection legislation. This group is responsible for promoting awareness of the GDPR across the organisation, assessing GDPR compliance, identifying any gap areas and implementing the new policies, procedures and measures.

If you have any queries regarding compliance or if you would like to receive a copy of our policies, please contact the HR Department on 01325 387 480 or hr@modus-ltd.com